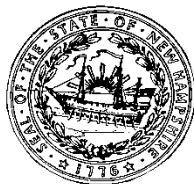


New Hampshire Department of Education
Division of Instruction
101 Pleasant Street
Concord, New Hampshire 03301



September 12, 2012

REQUEST FOR PROPOSALS (RFP)

TECHNICAL ASSISTANCE TO LOCAL SCHOOL DISTRICTS

North Country Superintendents' Region

Deadline for Receipt of Proposals: 4:00 pm, Friday, September 28, 2012

Proposals will be read beginning on September 28, 2012. Any proposals received after the above deadline will be considered if the position has not been filled by an applicant that submitted by the deadline.

Proposal Inquiries: All questions about this Request for Proposals (RFP) should be submitted in writing, by e-mail or fax (include your fax number) to:

Paula Delisi
New Hampshire State Department of Education
101 Pleasant Street
Concord, New Hampshire 03301
Phone 603 271-2718 Fax: 603-271-2760
e-mail: paula.delisi@doe.nh.gov

The Department of Education (Department) will address written inquiries received by the deadline and, if they are determined to be vital to the competitive bidding process, a written response will be sent no later than five (5) working days after the deadline. In addition, any modifications to the specifications contained in the RFP shall be made in writing by the Department immediately following the deadline for receipt of inquiries and no other changes will be entertained after that date. Verbal agreement or instructions from any other source are not authorized or binding on the State of New Hampshire (State).

Purpose

The purpose of this RFP is to seek proposals for an individual to provide technical assistance to school districts in the North Country Superintendents' region regarding State priorities:

- Curriculum, instruction and assessment
- School improvement
- Innovation

1.0 Services to be provided

Assignments for technical assistance, professional development and coordination of services may be assigned by the Director of the Division of Instruction or designee. The successful individuals will be able to:

- 1.1 Assist the Bureau with activities designed to support school improvement to include training and coaching for Title I-A Schools in Need of Improvement using the *Steps to Success* on-line self-assessment tool and providing technical assistance and professional development based on identified needs;
- 1.2 Design, schedule and implement presentations designed for Title II-A school district personnel and partners based on self-assessments and identified needs as applicable;
- 1.3 Assist the Bureau with activities designed to advance knowledge of the common core; college and career ready standards and assessment in the field;
- 1.4 Assist the Bureau with activities designed to support the development of competencies, student learning objectives and competency-based assessments;
- 1.5 Provide technical assistance to school districts regarding data analysis and utilization of data for instruction and program improvement purposes;
- 1.6 Provide leadership to advance innovation in instruction and assessment;
- 1.7 Provide leadership to advance the formation of regional school improvement networks;
- 1.8 Provide technical assistance to districts regarding policies and procedures that meet federal and/or state guidelines;
- 1.9 Participate in Bureau meetings periodically to share information as required; and
- 1.10 Attend other assigned meetings that support the New Hampshire Department of Education initiatives.

2.0 Reporting

The successful individual shall provide the Bureau of Integrated Programs reports that detail the technical assistance activities provided and the data documenting the results of these activities. One, or more, of the following reports may be required by the Bureau Administrator:

- 2.1 Preliminary Report:** report detailing needs assessment results and the initial status of the party to whom the technical assistance is being provided;
- 2.2 Progress Reports:** report detailing the progress and current status of the party to whom technical assistance is being provided; and
- 2.3 Final Report:** report detailing the status of the party upon completion of the technical assistance activities.

3.0 Conflicts of Interest

Upon receiving a new technical assistance assignment, the individual will inform the Bureau Administrator of any conflicts of interest (appearance of, or actual) prior to accepting the assignment or while engaged in the assignment.

4.0 Minimum Requirements

- 4.1 Interest in next generation learning and assessment;
- 4.2 Working knowledge of state and federal laws, experience with policy reform;
- 4.3 Experience delivering professional development activities and facilitating needs assessment processes;
- 4.4 Provides evidence of knowledge regarding curriculum, instruction and assessment to include State curriculum frameworks; common core; career and college ready standards; competency-based learning and assessment; next generation learning; use of technology to enhance instruction and Title I-A school improvement requirements;

- 4.5 Experience with or willingness to gain proficiency in the New Hampshire *Steps to Success* on-line school improvement tool;
- 4.6 The ability to work with representatives from state agencies, partner organizations, school districts for coordination of services and resources;
- 4.7 The ability to work independently within established timelines and demonstrate effective organizational skills;
- 4.8 Effective communication skills (oral and written);
- 4.9 Masters degree in education and five (5) years experience in a position of instructional leadership.

5.0 Compensation

The applicant will be compensated at \$50.00 per hour, to include travel time, not to exceed \$30,000.00 for the contract period.

6.0 Terms and Conditions

- 6.1 The State shall not be responsible for or pay for any cost incurred by the bidder in the preparation of the proposal submitted in response to this RFP.
- 6.2 The Department reserves the right to seek clarification of any information contained in a proposal submitted to this RFP.
- 6.3 The Department reserves the right to reject all proposals submitted in response to this RFP. In addition, the distribution of this RFP shall not commit the State to issue a contract.
- 6.4 If the Department chooses to award a contract in response to this RFP, the contract will be developed by the Department for approval by Governor and Council. The contract shall incorporate by reference all provisions of this RFP and the successful bidder's proposal. In preparing a contract with the successful bidder, the Department reserves the right to clarify any terms and conditions contained in the proposal.
- 6.5 Public announcements or news releases pertaining to the award of a contract shall not be made until the contract is approved by Governor and Council.
- 6.6 The State shall not be responsible for any work performed by the successful bidder prior to the effective date of a contract approved by Governor and Council or a limited, short-term contract may be issued by the Department to cover the period before Governor and Council approval.
- 6.7 Unless otherwise deleted or modified by mutual agreement between the State and the contractor, all general provisions contained on page 2 of Form P-37 State Contract shall be incorporated in the contract.
- 6.8 All obligations of the State, including the continuation of payments under an approved contract, shall be contingent upon the availability and continued appropriation of federal funds, and in no event shall the State be liable for any payments in excess of such available appropriated funds. In the event of a reduction or termination of those funds, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to terminate or amend the contract immediately upon giving the contractor notice of such termination or amendment.
- 6.9 When delivering services under an approved contract, the contractor shall work under the broad supervision of the Department Contracting Officer for this project.
- 6.10 The Department expects to award a contract by October, 2012 to the successful contractor. Unless there is a change in the plan requirements and/or services to be delivered, the cost for the contract shall not exceed the amount of \$30,000.00.
- 6.11 The Department reserves the right to renew the contract for up to one (1) additional fiscal year.

7.0 Limitations on Amount and Contract Period

- 7.1 The Department anticipates to contract with an individual to provide the proposed services and/or products. The department anticipates that the total cost for all

- proposed products and services will not exceed \$30,000.00 for the length of the contract.
- 7.2 It is anticipated that services will be provided by a qualified individual under contracted service arrangements upon Governor and Council approval through June 30, 2013, with the option to review for up to one (1) additional year if services are determined to be satisfactory and with submission and acceptance of an evaluation/summary of activities completed during the previous year.

8.0 Bid Procedures

Please submit an original and four (4) copies of the proposal by 4:00 pm, Friday, September 28, 2012 to:

Paula Delisi
New Hampshire State Department of Education
Bureau of Integrated Programs
101 Pleasant Street
Concord, New Hampshire 03301

8.1 For purposes of this RFP, a proposal will include:

- 8.1.1 a letter of interest detailing professional and education experience as related to the Services to be Provided (1.0) and the Minimum Requirements (4.0);
- 8.1.2 three (3) letters of recommendation;
- 8.1.3 any product that may demonstrate your level of expertise; and
- 8.1.4 a current resume.

8.2 This documentation will be evaluated to determine if the candidate has the ability to accomplish the Services to be Provided and meets or exceeds the Minimum Requirements. This evaluation will be based on the candidate's ability to provide evidence of the following criteria:

- 8.2.1 Significance of Proposal – Description of applicant's abilities to meet or exceed the Minimum Requirements (4.0) including a description of their work experience and educational background in providing technical assistance and support for program improvement in educational settings. This will include a review of the letter of interest, letters of recommendation and resume. (40 pts)
- 8.2.2 Quality of Services to be Provided – the applicant's ability to accomplish the Services to be Provided (1.0) as evidenced through the documentation submitted, including any products that may demonstrate your level of expertise and experience. Technical Skill, including, but not limited to, facilitation, collaboration, presentations, report writing, and product development (30 pts); and
- 8.2.3 Content Knowledge, including but not limited to state and federal laws, SPP/APR, policy and procedures, and other areas of specialized knowledge that supports the accomplishment of the Services to be Provided (30 pts).

9.0 Evaluation of Proposals

All proposals will be reviewed and rated by an evaluation team appointed by the Commissioner of Education. The Department shall be under no obligation to contact bidders for clarification of their proposals, but it shall reserve the right to do so at any time prior to the award of a contract. All proposals received by the deadline will be evaluated based on Bid Procedures outlined in this RFP.

The Department reserves the right to interview applicants with the highest average scores for their proposal, but the Department shall be under no obligation to interview applicants. If the Department conducts an interview, it will be done so by a team who will develop structured questions and scoring criteria that will clarify the applicant's ability to fulfill this RFP.

If the Department chooses to award a contract relative to this RFP, it shall be to the responsive and responsible bidder that receives the highest total rating as a result of the proposal evaluation and/or interview process.